GUADALUPE RIVER WATERSHED MERCURY TMDL PROJECT

AGREEMENT NO. A2643G

TECHNICAL MEMORANDUM 6.3
ADMINISTRATIVE RECORD

Prepared for
Santa Clara Valley Water District
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1 INTRODUCTION

The Administrative Record includes all information sources cited in the technical memoranda of the Guadalupe River Watershed Mercury TMDL Project. These references include reports by the Santa Clara Valley Water District, governmental agencies, and consultants. Also included are reports by independent researchers in the fields of mercury chemistry, methylation pathways, and trophic bioaccumulation. This Administrative Record is consistent with EPA and Regional Water Quality Control Board Guidelines as described in the draft California Impaired Waters Guidance.

Administrative Record

An Administrative Record should be developed for TMDL projects to document the technical analysis, assumptions, and calculations. The Administrative Record makes it possible to defend the scientific analyses and associated assumptions, especially in cases where the supporting environmental data are limited. The Administrative Record will likely include

- TMDL document
- Public comments and responses
- List of references used in developing the TMDL (e.g., source of literature values used in modeling analysis)
- Spreadsheets of data analyses
- Spreadsheets used in TMDL calculation
- Modeling input and output files

No additional information may be added to the Administrative Record after final submittal to USEPA. Therefore, it is important to maintain a complete Administrative Record though TMDL development and prior to final USEPA decisions.

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2 REFERENCE ACQUISITION PROCESS

Full copies are provided for all references. For references that were greater than 250 pages in length, the cover pages and relevant text duplicated for inclusion in the Administrative Record. For Example, *Inland Fishes of California* by P.B. Moyle is over 500 pages long. In this case, the cover page and the pages related to the California roach are included. Some sources have been cited secondarily. In these cases, the primary source is provided to the Administrative record and the primary and secondary sources are related in the EndNote database. Each hardcopy reference is cataloged by a label in the upper right hand corner of the first page. These labels correspond to the label field in the EndNote database.

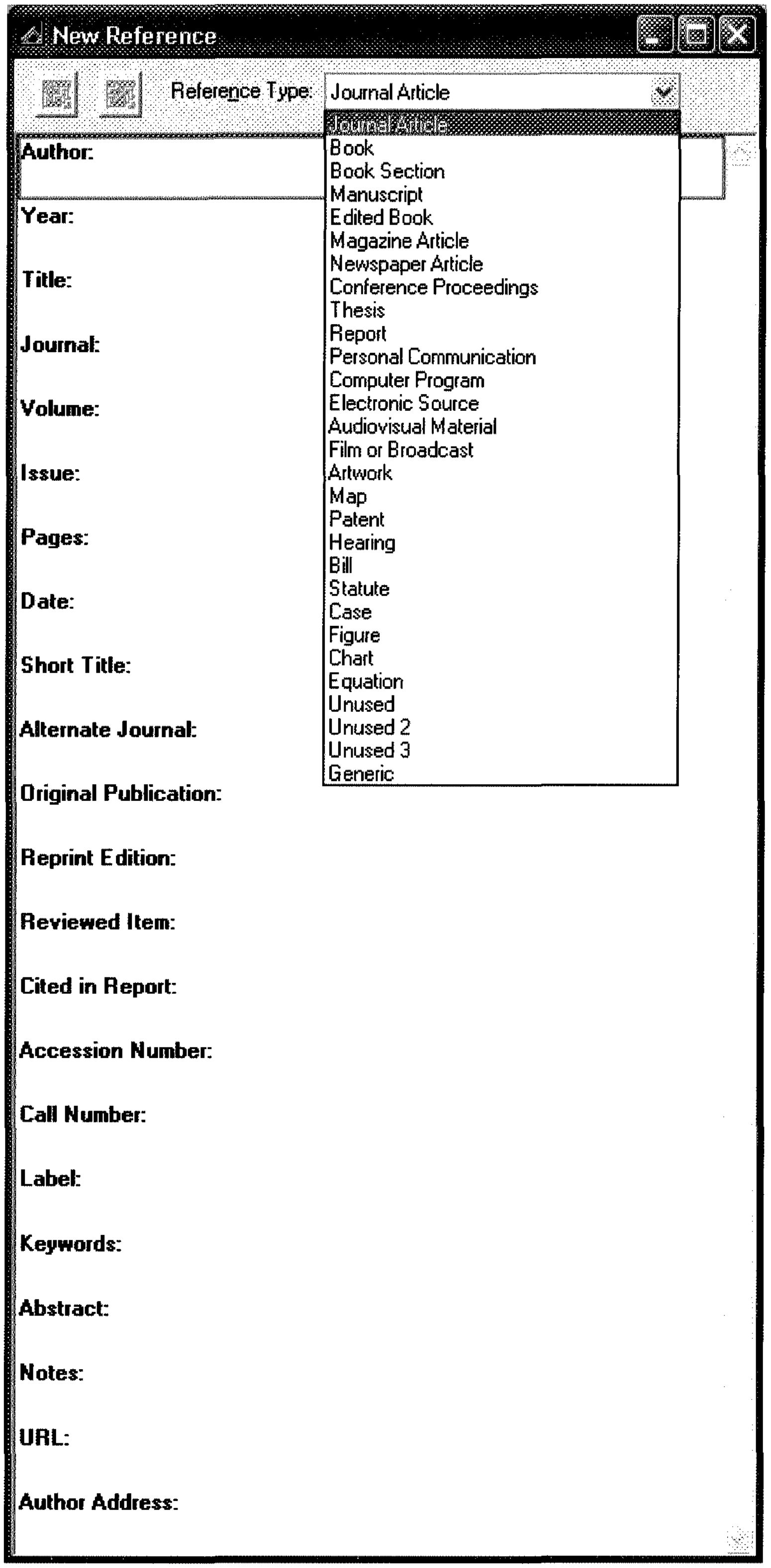
3 ADMINISTRATIVE RECORD STRUCTURE

The Administrative Record consists of 143 documents. Included in the Record are reports, journal articles, books, conference proceedings, and personal communications. Of these, many different methods of citation are available. To eliminate the redundancy and inefficiency of multiple records for the same material and to facilitate access, the project team employed the use of EndNote bibliographic software.

EndNote is a program published by Thomson ISI that catalogues and organizes reference materials. References can be entered by downloading from bibliographic search engines or by manually entering data into appropriate fields. Each type of reference (report, journal article, map, etc.) has its own set of fields and can be modified based on the user's preferences (Figure 1). For example, the "label" field was created specifically for the Administrative Record Database.

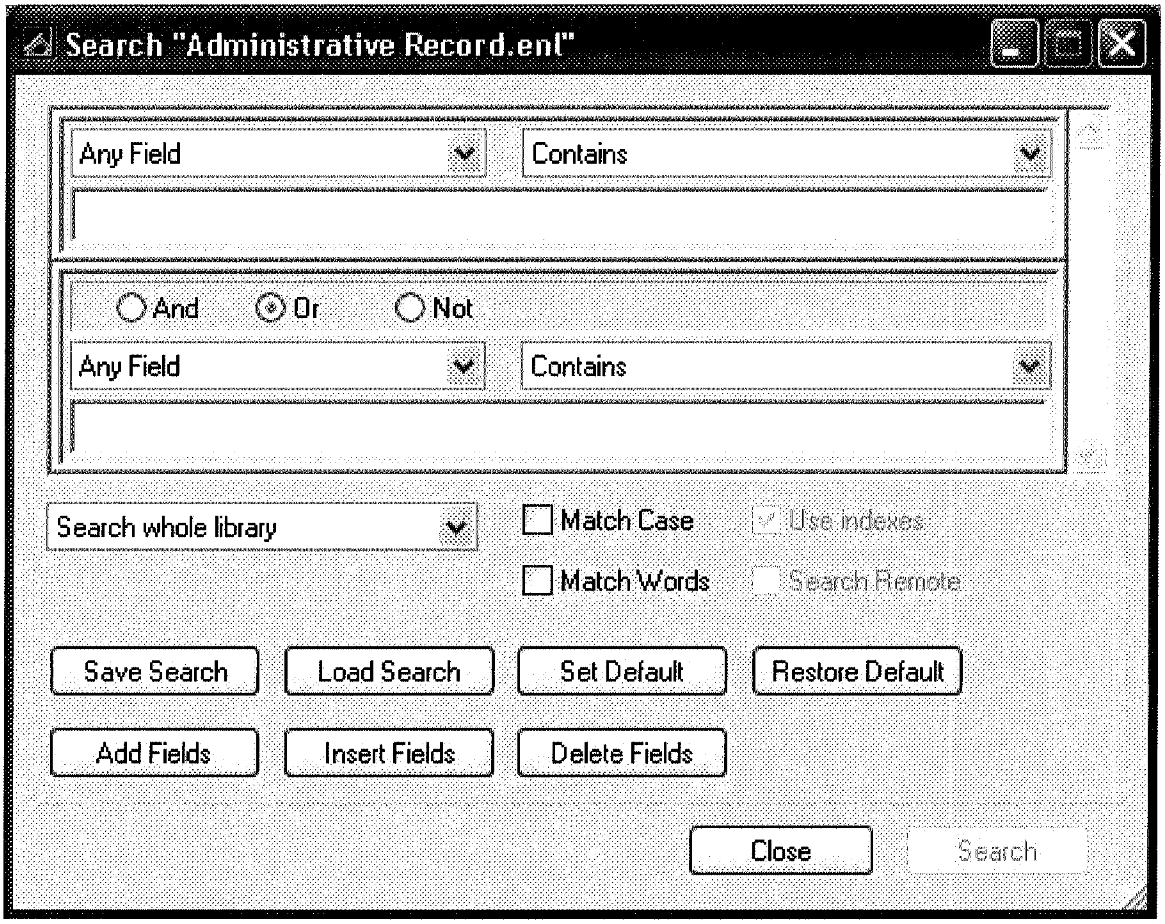
For the Guadalupe Mercury TMDL Project, EndNote was also used to create bibliographies. EndNote is compatible with Word, which enables the user to create a bibliography and in-text references while writing. Bibliographic formats for major journal publications, as well as industry standards, are available to the user based on adequacy and style preference.

A significant benefit of EndNote is the user's ability to search for documents based on any information entered for the reference (Figure 2). For example, searching for "USGS" will return all references containing the phrase "USGS". Alternatively, searching for "USGS" in the author field only will return all references created by the USGS. Searching for "USGS" in the keyword field may also include any references submitted to the USGS.



Reference Type: Journal Article

Figure 1 EndNote New Reference Window. Choose the Reference Type and the fields will adjust to your needs. The fields shown here are compiled for a Journal Article.



Search "Administrative Record.enl"

Any Field | Contains

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Search whole library

☐ Match Case ☑ Use indexes

☐ Match Words ☐ Search Remote

Figure 2 EndNote search function. By adjusting the fields and the Boolean operators you can refine your search from thousands of references to a few relevant sources.

4 THE ADMINISTRATIVE RECORD

Below is a summary bibliographic list of all documents in the Administrative Record. There are two lists, both generated by EndNote.

The first is organized numerically by label. The EndNote "label" output format was designed specifically for this project. This list corresponds to the organization of the hardcopy Administrative Record delivered to the District. The second list is an alphabetically organized bibliography of all documents in the Administrative Record. The output format used for the second list is the same format used by the journal, Ecology.

4.1 REFERENCE LIST ORGANIZED BY LABEL NUMBER:

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